Excel 2364 – Assignment 4 /200

The files needed for the assignment are provided on the Learning Hub (Contents….Assignments).

These are not the Textbook (Chapter) Files.

No marks are given if the wrong files are used.

The number in parentheses represents marks available.

ASSIGNMENTS

Use these instructions for ALL your assignments. PLEASE ASK IF YOU NEED CLARIFICATION.

Submit the complete assignment to the **assignment** drop box in the Learning Hub www.learn.bcit.ca

Prior to submitting:

- All submitted assignments must be in good presentation order. Treat your work as if you are presenting to a current or potential employer or client. Marks will be deducted from the overall assignments for submissions not in a presentable format.
- Presentation format means it is suitable for distribution to an audience both on-screen and in print form. Use print preview to show what your assignment will look like. Each previewed page must not have any text, tables or charts cut off or orphaned. Orphan rows and columns must be fixed prior to submission. (5)
- Number/dates must all be **formatted** (be consistent) (example: 10000 is not formatted) (5)
- All worksheets must be left in **Normal view**. (5)
- Ensure all worksheets are placed in the order of the exercises and are labelled accordingly. (5)
- No additional sheets or files included. (5)
- Assignments are due as per the date in the drop box in the Learning Hub and on the course outline. (**10% subtracted if late**)
- All assignments must be completed individually.
- Late submissions must be agreed upon at least **48 hours prior to the due date**.
- Email of assignments will not be accepted. No exceptions. Only assignments submitted to the correct Learning Hub drop box will be marked. No printing is required.
- Check the course outline for % associated with your assignments.
- Additional exercises from the textbook or instructor may be added to assignments as required for the needs of the class. Additional work will be announced at the end of each session. Please ensure you are present to note additional work assignments.

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Assignment 4A

1. Open the Valuation workbook and save as **Assignment4_LastNameFirstName.xlsx**. (2)
2. In the Sales Data worksheet, in **H4:H11B,** use the **FREQUENCY** function to calculate the frequency distribution of the square footage of homes located in column C. (5)
3. Enter a function in **cell J4** to calculate the standard deviation of this **sample** of the current values. (5)
4. Enter a function in **cell J7** to calculate the variance of this **sample** of the current values. (5)
5. Enter a function in **cell J10** to calculate the covariance between square footage and the current values (5)
6. Enter a function in **cell J13** to calculate the correlation between the square footage and the current values. (5)
7. In the Subdivisions worksheet, use the Analysis ToolPak to perform a single factor ANOVA on the range C2:E45 (ensure the labels are selected). Place the results starting in cell G2. Resize columns G:M as needed. (5)
8. Using the **Data for Forecast Sheet** worksheet, create a forecast sheet that depicts the increase in home valuation in the Gatewood subdivision based on square footage. Set the Forecast square footage to 3,500. Place the results on a new worksheet named Gatewood Forecast. Resize and reposition the chart to fill the range G2:P22. (5)
9. In the **Forecast** worksheet, create a **scatter plot chart** that places the Square Footage on the x-axis and the Purchase Price on the y-axis. Change the chart title to **Home Sales**. (5)
   a. Add a linear forecast **trendline** to the chart (2)
   b. Display the Equation on the chart (2)
   c. Display the R-squared value. R (2)
   d. Reposition the equations to the upper-left corner of the **plot area**. (2)
10. Enter functions in cells E3:H3 to calculate results for the criteria in E2:H2. *(Hint: are your results the same as the equations on the chart?)* (12)
11. Use the FORECAST.LINEAR function in cell F6 to forecast an appropriate value of a 4,500-square-foot home based on the historical data in columns B and C. (5)
12. Complete your analysis by adding formulas in the range G6:H6 to calculate the high and low thresholds of the forecast. (6)

Assignment 4B

1. Use Get & Transform Data to import Inventory.csv (2)
2. Using the Power Query Editor, remove the Serial # column and move the Release Date Column before the Movie Title column. (4)
3. Import as a table to a new worksheet and rename the worksheet **Inventory**. (5)
4. In column C, create a <u>structured reference</u> using the <u>CONCAT</u> function to merge the Release Date and Movie Title in <u>UPPER</u> form. *(Hint: Don't forget the space.)* (6)
5. Give the column an appropriate heading name in C1 (2)
6. Change the **table name** to MoviesInventory2022. (2)
7. Hide columns A:B. (2)

Assignment 4C (*No partial marks*)

1. Move the NESTED IF AND worksheet to the right of the worksheet from 4B if it isn't there already.
2. Using a nested **IF AND** function, find the units available based on the criteria in A5:B8 and display the Rental Price in the cells in column I; if the unit is not available, the cell will display "Not available." (10)
3. Create a conditional format (using a formula based on the criteria used for #2 – do not refer to column I) to highlight the <u>rows</u> of the suites that are available. Use any blue fill but make sure the text is legible. (10)

Assignment 4D (10) (*No partial marks*)

1. Create a new worksheet and place in at the beginning.
2. Insert a Shape (of your choice) starting in B2.
3. Fill the shape with Blue, Accent 1, Lighter 80%
4. Copy & paste the shape so there so there are enough for each worksheet with one extra (align below each other)
5. Add text to each of the shapes (horizontally and vertically centered in the shape) so each of the existing worksheet is used (i.e. the first shape is "Sales Data.")
6. Add Links to each of the shapes to take you to A1 of the appropriate worksheet; add a ScreenTip to each link using the worksheet names.
7. The extra shape is left as blank for now. After completing 4E go back and update the text on the shape to Totals, add the link to the Totals worksheet and add the ScreenTip. (Do not create shapes or links for the Friday, Saturday, or Sunday worksheets).

This space is intentionally left as blank –
there's more…….see page 4

Assignment 4E

1. Open the Theatre workbook at move the worksheets to your existing workbook at the end.
2. Fix the Circular Reference and nest the IFERROR function in the cell to display "Check" if there s an error. (6)
3. Using 3D referencing, complete B5:B7 to display the Grant Total of Seats Sold for each day. (9)
4. Using 3D referencing, complete B11:B13 to display the Gross Revenue for all three days for each Seating Section. (9)
5. Group Friday, Saturday, Sunday and Totals worksheets; change the tab colours to Orange. (5)
6. While grouped, change the Theater name in A1 to a name of your choice. (2)
7. Update so Theater name is using **Center Across Selection** (**NOT** merge & center) across the populated cells *(The Totals worksheet is different so it would usually use different formatting but please use the same for this exercise)*. (5)
8. While grouped, add a Footer to all of these worksheets (4):
   a. Left: Sheet Name (use the Footer Element)
   b. Right: Your Name (there's no Footer Element for this)
9. While grouped, add your name to A24 (2)
10. While grouped, add a **dynamic** function to display today's date **and** time in A25. (2)
11. **KEEP THE FOUR WORKSHEETS GROUPED WHEN SUBMITTING. (5)**

<mark>How does this look? Is the formatting consistent?</mark>
<mark>Are you proud enough of this to hand to your boss for a raise?</mark>

<mark>Keep saving! Use spell check!</mark>

Upload the <u>one</u> completed file to the Learning Hub Assignment 4 drop box.

No other files (i.e. docs, jpg, png) will be reviewed/marked.